

SPORTS POOL RECORDKEEPING FORMS AND INSTRUCTIONS

This booklet contains recordkeeping forms, instructions for each form, and a completed sample of each form. The instructions are designed to assist an employee in completing a line or section of a form that may not be readily understood by the title or instructions found on the form itself. Instructions for lines that are considered self-explanatory, such as simple math computations, are not included.

Sample forms have been provided to illustrate the proper completion of this office's standard forms. The instructions will answer the most commonly asked questions about the recordkeeping forms. Please remove the master forms from the booklet and make copies for your site(s). Note that some forms are two sided.

*If you have any questions or comments, please contact this office
in writing or by calling 1-800-326-9240.*

TABLE OF CONTENTS

Master Game Inventory Log Instructions	Page 2
Sample form	Page 4
Site Game Inventory Log Instructions	Page 2
Sample form	Page 5
Sports Pool Activity Record Instructions	Page 2
Sample form	Page 6
Record of Win Instructions	Page 3
Sample form	Page 7
Reconciliation of Inventories	Page 3
Sample form	Page 8

Master Game Inventory Log
(SFN 9935)

This form is used to account for all games requiring a N.D. gaming stamp purchased by an organization. A separate form is used for each game and each game type. For example, if an organization purchased Hooked pull tab games and sports pool boards, two forms would be used.

If an organization has only one site which is the home office, only the Master Game Inventory Log is needed. If an organization has more than one site, or if it has inventory at more than one location, the Master Game Inventory Log and Site Game Inventory Log would be used.

1. Date Placed - Enter the date the board is actually put into play, not the date the board was sent to the site.
2. Date Closed - Enter the last date the board was in play.
3. Quarter Reported on Tax Return - Enter the quarter this board was reported on the tax return. This can be entered as 04-1, 1st qtr of 04, 9/30/04, or any other entry that indicates the quarter.
4. Date Unplayed Deal Returned to Home Office - If an unplayed board is returned from a site, enter the date that board is received at the home office. Played boards are not entered in this column.
5. Date Deal Returned to Distributor - If a board is returned to a distributor, enter the date the board was returned. When the credit invoice is received, enter the invoice number on this form.

If a board is returned to master inventory and is re-issued to a site, the stamp number is entered a second time on the master inventory in the next available row to allow for tracking of the board at the 'new' site.

See sample form on page 4.

Site Game Inventory Log
(SFN 9934)

This form is used to account for all games requiring a N.D. gaming stamp at a site. A separate form is used for each game and each game type. For example, if an organization played Hooked pull tab games and sports pool boards, two forms would be used.

If an organization has only one site which is the home office, only the Master Game Inventory Log is needed.

See instructions for the Master Game Inventory Log for instructions in completing "Date Placed", "Date Closed" and "Date Unplayed Deal Returned to Home Office".

See sample form on page 5.

Sports Pool Activity Record
(SFN 9906)

This form is used to account for the activity of a single sports pool board. If conducting a master or calendar sports pool, a separate form is used for each pool.

Cash Bank

This information is completed each day that the sports pool board is being sold and also when prizes are paid.

1. At the beginning of the day's activity, the cashier counts the actual opening cash and records the amount.
2. If a second employee is on duty, that employee recounts the opening cash and verifies the amount the cashier recorded.

When both persons agree to the amount, the cashier and the second employee initial the form verifying the accuracy of the recorded amounts.

3. At the end of the day's activity, the cashier counts the actual ending cash and records the amount.

4. If a second employee is on duty, that employee recounts the ending cash and verifies the amount the cashier recorded.

When both persons agree to the amount, the cashier and the second employee initial the form verifying the accuracy of the recorded amounts.

Deposit Amount Verified to Bank Record

A person who did not have access to the bank deposit funds must verify to the bank statement or other bank record that the amount recorded as "Deposit Amount" was actually deposited in the gaming account.

This person initials and dates the form indicating that this verification was done.

Prize Register

Every prize awarded is entered on the prize register and must include the complete name of each winner.

For further information on the Record of Win form, see the instructions for Record of Wins on this page.

Summary

If someone who conducted the game and has access to the total receipts or cash profit or has sole signatory authority of the gaming account summarizes the game, then the summarization must be audited by someone independent.

If the game is summarized by someone independent, the summary does not need to be audited.

- D. Gross Proceeds - Number of lines or squares times cost per play.
- E. Total Prizes - Enter the total prizes actually paid to players, not the ideal amount of prizes.

Total Change in Bank - Enter the sum of the "Change in Cash Bank" column from the Cash Bank section of this form.
See sample form on page 6.

Record of Win **(SFN 9939)**

This form is used whenever a single cash prize greater than \$200 is paid to a player.

The Record of Win must be pre-numbered.

1. Check the sports pool box and complete the date of event and gaming stamp number.
2. The player must sign the Record of Win, unless the prize is being mailed to the player.

See sample form on page 7.

Reconciliation of Inventories **(SFN 17937)**

This form is used by a person independent of the person who controls the inventories of games requiring a N.D. gaming stamp, bingo cards, and casino chips to quarterly reconcile a physical count of these items to the information on the inventory logs.

This form accounts for the master inventory and up to five additional site inventories.

The serial number is completed only for the reconciliation of bingo cards.

If the physical count of inventory does not match the records, the action(s) taken by management to resolve the discrepancy must be noted.

The person who completes the reconciliation initials the form verifying the information recorded.

See sample form on page 8.



"X"
ONE
GAME
TYPE

- | | |
|--------------|---------------------------|
| Organization | Charity, Inc. |
| Name of Game | Sports Pool Boards |

4



"X"
ONE
GAME
TYPE

- ☐ Calcutta Boards
- ☐ Tip Boards
- ☐ Seal Boards
- ☐ Club Specials
- ☐ Bingo Device

Organization	Site	Name of Game
Charity, Inc.	The Bar	Sports Pool Boards

[illegible]




SPORTS POOL ACTIVITY RECORD
OFFICE OF ATTORNEY GENERAL
SFN 9906 (3-04)


Organization Charity, Inc.		Site The Bar		Date Placed 7/5/04	Date of Event 7/9/04
Type of Professional Sport NFL Football	Gaming Stamp No. B88888	No. Squares/Lines 100		Cost Per Play \$ 5	Completed By MS

CASH BANK	Date	Opening Cash	Cashier	Verified By	Ending Cash	Cashier	Verified By	Change in Cash Bank	Deposit Amount	Deposit Amount Verified to Bank Record by: Initials Date	
	7/5/04	0	MS	JS	50	MS	JS	50	0		
	7/6/04	50	MS	JS	200	MS	JS	150	0		
	7/7/04	200	MS	JS	400	MS	JS	200	0		
	7/8/04	400	MS	JS	500	MS	JS	100	0		
	7/9/04	500	MS	JS	100	MS	JS	(400)	100	LG	8/15/04

PRIZE REGISTER	Winning Score	Amount	Date Paid	Name of Winning Player	Address
	2 - 0	50	7/9/04	Bob Locken	
	4 - 0	100	7/9/04	Troy Perkins	
	6 - 3	250	7/12/04	Sharon Jacobs	
	TOTALS	400	Initials MS		

SUMMARY		(D) Gross Proceeds	(E) Total Prizes	(F) Adjusted Gross Proceeds (D - E)	(S) Total Change in Cash Bank	(T) Less: Prizes Paid by Check	(G) Cash Profit (S - T)	(H) Cash Long (Short) (G - F)	Completed By and Date:
	Summary	500	- 400	100	100	- 0	100	0	LG 7/15/04
	Audit of Summary		-			-			

 RECORD OF WIN OFFICE OF ATTORNEY GENERAL SFN 9939 (3-04)			Organization Charity, Inc.	Date 7/12/04	NO. 001
			Site The Bar	Completed By MS	Type of ID ND Drivers Lic.
Game Type (Check One) and Complete Information for that Game Type			Cash Prize Amount \$ 250	Description Merchandise Prize	Retail Value of Prize \$
<input type="checkbox"/> Bingo	Game Number		Name of Player Sharon Jacobs		
<input type="checkbox"/> Bingo Device	Game Serial Number		Address PO Box 235		
<input type="checkbox"/> Calcutta	Date of Event	Gaming Stamp Number	City Anytown	State ND	Zip Code 58999
<input type="checkbox"/> Pull Tabs	Name of Game	Gaming Serial Number	Signature of Player <i>Sharon Jacobs</i>		Date 7/12/04
<input type="checkbox"/> Club Special <input type="checkbox"/> Punchboard <input type="checkbox"/> Tip Board	<input type="checkbox"/> Prize Board <input type="checkbox"/> Seal Board	Gaming Serial Number	If Partial Cash Prize Payout, Complete This Section		
<input type="checkbox"/> Raffle	Date of Drawing	Winning Ticket Number	Amount Paid Now \$	Paid By	Amt. Yet To Be Paid \$
<input checked="" type="checkbox"/> Sports Pools	Date of Event 7/9/04	Gaming Stamp Number B88888	Check Number	Paid By	Date
<input type="checkbox"/> Twenty-One Tournament <input type="checkbox"/> Poker Tournament		Date of Event			

 RECORD OF WIN OFFICE OF ATTORNEY GENERAL SFN 9939 (3-04)			Organization	Date	NO. 002
			Site	Completed By	Type of ID
Game Type (Check One) and Complete Information for that Game Type			Cash Prize Amount \$	Description Merchandise Prize	Retail Value of Prize \$
<input type="checkbox"/> Bingo	Game Number		Name of Player		
<input type="checkbox"/> Bingo Device	Game Serial Number		Address		
<input type="checkbox"/> Calcutta	Date of Event	Gaming Stamp Number	City	State	Zip Code
<input type="checkbox"/> Pull Tabs	Name of Game	Gaming Serial Number	Signature of Player		Date
<input type="checkbox"/> Club Special <input type="checkbox"/> Punchboard <input type="checkbox"/> Tip Board	<input type="checkbox"/> Prize Board <input type="checkbox"/> Seal Board	Gaming Serial Number	If Partial Cash Prize Payout, Complete This Section		
<input type="checkbox"/> Raffle	Date of Drawing	Winning Ticket Number	Amount Paid Now \$	Paid By	Amt. Yet To Be Paid \$
<input type="checkbox"/> Sports Pools	Date of Event	Gaming Stamp Number	Check Number	Paid By	Date
<input type="checkbox"/> Twenty-One Tournament <input type="checkbox"/> Poker Tournament		Date of Event			



RECONCILIATION OF INVENTORIES
OFFICE OF ATTORNEY GENERAL
SFN 17937 (3-04)

Organization

Charity, Inc.

00

<input checked="" type="checkbox"/> Master <input type="checkbox"/> Site: _____					<input type="checkbox"/> Master <input checked="" type="checkbox"/> Site: The Bar					<input type="checkbox"/> Master <input checked="" type="checkbox"/> Site: Joe's Place				
Reconciliation Completed By Linda Green					Reconciliation Completed By Linda Green					Reconciliation Completed By Linda Green				
Job Title Bookkeeper			Date 10/1/04		Job Title Bookkeeper			Date 10/1/04		Job Title Bookkeeper			Date 10/1/04	
Name of Game/Primary Color & Type of Bingo Card/Chips	Serial Number	Number Per Inventory Record	Number Per Physical Count	Difference	Name of Game/Primary Color & Type of Bingo Card/Chips	Serial Number	Number Per Inventory Record	Number Per Physical Count	Difference	Name of Game/Primary Color & Type of Bingo Card/Chips	Serial Number	Number Per Inventory Record	Number Per Physical Count	Difference
Sports Pool Boards		3	3	0	Sports Pool Boards		1	1	0	Sports Pool Boards		1	1	0
Result: OK					Result: OK					Result: OK				
Corrective Action Taken:					Corrective Action Taken:					Corrective Action Taken:				
			Initials LG					Initials LG					Initials LG	